



AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Public Service Commission **Application Number** Application Date Motor Carrier Certification and Enforcement Division, Suite 1215 Application Number Date Received **Date Completed** 1001 International Boulevard MAY 1 2 1980 <sub>1</sub>JUN 23 1980 Hapeville, Georgia 30354 2. Person to Contact Working Title Telephone Number Paula S. Davis Registration Officer 761-2827 3. Action Requested a. 

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. DxAmend Application No. 73-516 \_ Check One: ☐ Change; ☐ Supercede; ☐ Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest 1-1-78 | date MOTOR VEHICLE TAG and DECAL RECEIPT FILES What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Motor CArrier Certification and Enforcement Division is responsible for administering the Georgia laws requiring "for hire" motor carriers to obtain Certificate of Public Convenience and Neccessity where intrastate operations are involved; registers and collects prescribed fees for all vehicles operated under such Certificates; files evidence of liability and cargo insurance coverage; identifies vehicles and files tariff naming rates and changes. Also, the Division receives, processes and assigns for public hearing before the Commission, all applications for such Certificates. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: motor vehicle tag and/or decal receipts--documents relating to the registration and receipt of motor vehicle carrier registration. Gives specific description of particular trucks. Included are first carbon Included are: copy of receipt (3" x 5") which is used for audit purposes. File is arranged: numerically by year. Charles In the How often are records referred to which are: 8. Monthly Reference Rate ; Seven to twelve months old daile; Thirteen to twenty-four months old occosionally One to six months old \_ twenty-five months and older \_ 9. Annual Rate of Accumulation of Records ; Other (specify) 3 /3 X \_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_ Letter-size drawers \_

(Over)

YES	NO	10. Questionnaire	(Place an "X	(" in the proper co	olumn) 🤞 🔞 💮 💮 💮		
х		a. Is this the offi	cial copy of the		the state of the s	•	
<u> </u>	х	If not, where in the series	•	lential information	requiring security handling? If yes, cite law or regula	tion.	
	X	c. Is this a vital r	ecord?			1	
	X	- <del></del>		or long term rese	earch value?		
					necessary to keep the entire file for a long period, coul	d these	
	X	•	scheduled sepai				
	X				oublished? If yes, attach copy.		
Х		g. Is the information—contained in this series ever analyzed and/or recorded in a summarized report?  If yes, attach copy. State Audit Department					
	X	h. Is there a dupl If yes, where?	ication of this s	eries in your offic	e, or in another office or agency?	,	
	X		r a major porti	on of it) regularly	microfilmed?		
	X	<u>j. Does</u> the recor			tout?		
11. 1	Retent	tion Requirements	. Th	e following requir	es the series to be kept: STATE	eye e	
;	a. Sta	te Law		years.		1years.	
		tute of limitation	·	-		years.	
'	c. Fed	leral law		years,	f. Federal retention instructions	years.	
	Δttach	copy or excert of la	awe or regulatio	nė Evolain admir	nietrativa nood	N	
ĺ '	· · · · · · · · · · · · · · · · · · ·	COPY OF CACCITOTIO	aws of regulation	nis, Explain admin	msu ative need.		
		•	•				
		· · · · · · · · · · · · · · · · · · ·					
12. /	Appro	ved Disposition Inst			ends that the file series be cut off at the end of each:		
			, rx	Calendar Year;	] Fiscal Year; □ Other	then,	
[	₃ Ho	ld in the current file	s area	month(s)	year(s); then	•	
		nsfer to local holdin					
		nsfer to State Re∞i	ds Center; hold	yea	r(s); then		
	Dat Des	stroy. Insfer to State Archi	for normana	at ratantian			
		ner <i>(Specify)</i>	ves for permane	int retention.			
•	_ • •	.a. (apacy)	• .	ı			
					calendar year; hold in current files		
					t annual decals assigned to original		
hav	re be	en issued, or	until Stat	te audit is o	completed, whichever is later; then	destroy.	
Decal Receipts cut off file at end of each calendar year; hold in current files area							
$\frac{333}{1}$	ear,	or until Sta	te audit is	completed.	whichever is later: then destroy.	area	
l year, or until State audit is completed, whichever is later; then destroy.							
					•	·	
		-			•	•	
		instructions apply to	all prior and fi	uture accumulatio	ns of the series.		
7	73-	-516A					
Agen	cy He	ad/Designee (Signa	ture)	Date	Records Management Officer (Signature)	Date	
$\mathcal{L}_{i}$		. Il Pan		5-5-80	Man Silver	5/5/80	
Reco	mmen	dations in para-			State Records Committee (Signature)	Date	
		e approved.	State Aud	itor/Designee <	- hunt had	L20-80	
(If disapproved, attach letter			<i>Q</i>	State/Designee	Canall Hair	6-18	
O' GX	prana l	,	Secretary-64	Asse, Designee	anace 1 ac	,	
		•	Attorney Ge	eneral/Designee	////X Vh 00)	6.480	
AR-50	)-71;	Rev. 76		(R	everse Side)		

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STATE OF GEORGIA

## Application for RECORDS DISPOSITION STANDARD

DEPARTMENT OF ARCHIVES & BISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

GEORG I A	RECORDS DISPOSITION STANDARD	RECORDS MARAGEMENT DIVISION					
2 Agency Application Ro.	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION US Date Received Application was SEP 1 1 1973 73-5/1	: / . No Date Completed				
Motor Vehicle Regis Motor Carrier Divis Public Service Comm	tration Section ion	L. Tom Doyal					
Public service Commi	1551011	5. Working Title Supervisor	6. fel. % 4542				
7.ACTION REQUESTED							
ESTABLISH DISPOSITION STANDARD; DISPOSE OF PRESENT ACCUMULATION; RECORD WILL CONTINUE TO ACCUMULATE. NO FURTHER ACCUMULATION ANTICIPATED.							
8.Earliest & Latest Dates of Series	9.Exact Series Title		AND THE RESIDENCE OF THE PROPERTY OF THE PROPE				
1963-current	Motor Vehicle Tag Receipt						
10. What is the function	of the office in which this record s	eries is created?					
The Motor Carrie	r Division is responsible for tootor vehicle romma carriers of	he regulation and	supervision ngers.				

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the regisltration and receipt of motor vehicle carrier registration. Gives specific description of particular trucks.

Included are first carbon copy of receipt which is used for audit purposes.

Arranged numerically by year .

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Dravers	Cu. Ft. of Records
Letter-size File Drawers	e de la companya de l	L	ARRUAL NATE OF ACCUMULATION	6-7 <b>3</b> "x5"	1.4cu
Legal-size File Drawers 1919			Floor Space Occupied (Square Feet)	In Office(*)	In Storage Area(s)
3"x5" card files	70	14 cu f		This Last Year's Year's	Preceding All Prior Year's Years'
	,		AVERAGE DAILY REFERENCES		

	, "P <b>a</b> ge	2			
QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES	NO			
13. Is this the Record Copy of the series?	$[_{\mathbf{x}}]$	[ ]			
14. Is there a duplication of this series in another office or agency?	[ ]	[xx]			
15. Is the information contained in this series ever summarized or published?  Attach copy of summary or publication.	[]	[ <b>注</b> [ 注			
16. Does the series contain classified information requiring security handling?	[ ]				
17. Does the series initiate, amend or terminate agency policies and procedures?	[ ]	[ *}			
18. Could the function be performed if the files were lost or destroyed?	[]	[ *}			
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ]	[x]			
20. Does the record series provide data as input to an EDP file?	[ ]	[x]			
21. Does the record series contain documentation produced as EDP printout?	[ ]	[x]			
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	.[]	[ <b>x</b> ]			
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[]	[XX]			
24. REQUIREMENTS. The following requires the files to be kept 1 years:	<u> </u>				
a.[]STATE b.[]STATUTE OF cALAUDIT d.[]FEDERAL e.[]ADMINISTRATIVE f.[]HISTORICAL LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement)					
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each - CALENDAR YEAR -[]FISCAL YEAR -[]OTHER	the e	end en:			
[] Hold in the current files area month(s)/l year(s): [] Transfer to [] State Records Center [] Local Holding Area; hold year(s): [XX Destroy. [] Transfer to State Archives for permanent retention. [] Destroy immediately after cut-off. [X] Other: (Specify) Hold in current files area l year and until audit is					
completed, then destroy.					
(Indicate briefly rationale for recommendations above/or write additional remarks):					
Records Management Officer (Signature) Date 9-14-73 OTHER REQUIRED SIGNATURES	DA	TE			
26. Recommendations Agency Head/Designee in paragraph 25 [1] Approved [ ] Disapproved X Ben J. Miggins		<u> </u>			
are: State Auditor/Designee (0)					

Approved [ ] Disapproved

Secretary of State/Designee

[ Approved [ ] Disapproved

Attorney General/Designee

[ M Approved [ ] Disapproved

[ M Approved [ ] Disapproved STATE RECORDS
COMMITTEE